



INTENTION TO EXTEND A PROBATIONARY TERM DUE TO COVID-19

Faculty Member: \_\_\_\_\_

Home Department/School: \_\_\_\_\_

Faculty: \_\_\_\_\_

As per the Provost's memo of 20 March 2020, the faculty member identified above was on a probationary term on that date and wishes to exercise their option to extend their probationary term by one year, due to the COVID-19 pandemic:

Probationary Term Being Extended: 1st  2nd

Probationary Period Start date: \_\_\_\_\_ End Date: \_\_\_\_\_ (mmddyy) (mmddyy)

Extension of Probationary Term to: \_\_\_\_\_ End Date: \_\_\_\_\_ (mmddyy)

(Digital) Signatures:

\_\_\_\_\_  
Faculty Member Date (mmddyy)

\_\_\_\_\_  
Department Chair/School Director Date (mmddyy)

\_\_\_\_\_  
Home Faculty Dean Date (mmddyy)

Notes:

- An intention to extend a probationary term may be submitted at any time during the tenure-track period, except once a candidate's file has been submitted for tenure.
- A tenure-track faculty member who does not submit an intention form for their first probationary term may do so in their second probationary term.
- Such an extension is cumulative to other leaves (e.g., parental, sick leaves), except sabbaticals.

Distribution

Original: Home Faculty Dean

Copies: Appointee, Home Department; Human Resources; Vice-President, Academic and Provost